



Avalon Minor Hockey Association

Handbook

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FORWARD

The regulations outlined in this Handbook shall be the sole regulations applied to the hockey operations of the Avalon Minor Hockey Association (AMHA). These regulations may be modified periodically and distributed to all players / members during a season. The Board of Directors of the AMHA shall maintain revision control over the Handbook. The official version of this document shall be the electronic version posted to the AMHA website.



MISSION STATEMENT

The Avalon Minor Hockey Association (AMHA) exists for the purpose of offering to all registered players a quality program in minor hockey. The AMHA will:

- provide all players with an equal opportunity to participate in accordance with interest and ability;
- promote the development of self-confidence, discipline and sportsmanship in players and a respect for others through hard work and fair play;
- encourage coaches and members to demonstrate, by example, a positive attitude towards others;
- provide instructions, direction and assistance in the development of coaches;
- provide minor hockey programs in a cost effective and efficient manner.

VALUES AND PRINCIPLES

The operations of the AMHA are based on the following values and principles. Players, Parents, Coaches and Executive members are expected to understand and adhere to these values and principles and appreciate the need for their application in the daily operation of the Association.

1. AMHA is not exclusively a recreation nor a competitive association, but it consists of two programs, a Recreation Program (Non-Selection based) and a Competitive Program (Selection based).
2. All players have the opportunity to participate in either program. However, the opportunity to play in the Competitive Program will be determined by the individual player's skill and aptitude demonstrated during the selection process.
3. AMHA promotes the philosophy of fair play codes as outlined in the AMHA Player / Parent Agreement and guidelines published by Hockey NL.
4. AMHA will encourage and promote communication between Players, Parents, Coaches and the Executive.
5. AMHA will ensure that all players are offered the full benefit of the hockey programs offered by AMHA and that all parents are encouraged to participate in the association's activities.
6. AMHA will ensure that the programs and the people selected to administer these programs are the best available to meet the needs of the players.



7. AMHA will operate in an open and democratic manner and ensure that all participants are given an opportunity to provide input into the policy, planning and other activities of the association.
8. AMHA fully supports, endorses, and implements all Hockey Canada policies, programs and processes with respect to abuse. The AMHA will not tolerate abuse of our players, officials and volunteers in any form or environment.

MEMBERSHIP

The membership of the AMHA shall be made up of all parents/caregivers of children currently playing hockey in the association, and other adults who volunteer for the association, within the current season. Membership privileges shall only apply to persons in good standing.

ARTICLES OF INCORPORATION

A copy of the Articles of Incorporation and Bylaws is located at the AMHA office.

BOARD OF DIRECTORS

The Board of Directors will consist of up to 12 elected members plus the past President.

At each Annual General Meeting (AGM), available positions will be offered for election for a two-year period.

President

The Association President is responsible for all aspects and operation of the AMHA. Working with the Vice-Presidents and other Board and Executive members, the President is responsible for establishing the policies, priorities, and principles of the Association and ensuring these are adhered to in the daily operation of the Association.

The President is responsible for scheduling and chairing Board Meetings, Executive meetings, and, with the input of the Executive membership, establishing the agenda of discussion. The President is responsible for chairing the Annual General Meeting (AGM) of the Association, held at the conclusion of each season. The President shall normally be the primary liaison between the Association and the public in the matters of public communication, unless otherwise deemed appropriate by the President to have others provide communication. This shall include correspondence with Hockey



Newfoundland Labrador (HNL) and attendance at annual meetings and gatherings of the HNL Minor Council. In the absence of availability of the President, the Vice-President Operations shall assume the role primary liaison.

The President shall confer with the Vice-Presidents on daily matters relating to the operation of the Association during each season and provide guidance on matters related to the principles and values of the Association.

Vice President Operations

The Vice-President Operations is responsible for the support operations at all levels on the AMHA. In the absence of the President, the Vice-President Operations shall act as the President. This position also has signing authority for the AMHA.

The Vice-President Operations regularly attends AMHA Board meetings and is a member of the AMHA Executive. As well, the Vice-President Operations shall participate in the Grievance Procedure (and any committees derived from that procedure) and the Appeals Committee. The Vice-President of Operations is responsible for overseeing and assigning duties for the Technical Director and any other staff, as well as the Referee-in-Chief. If either the Technical Director, the various committees, other staff, or the Referee-in-Chief have any issues to bring forth to the AMHA, the Vice-President Operations is the first point of contact.

The Vice-President Operations acts as a liaison between the AMHA Executive and the owners of the arena. He/she represents the AMHA in any discussions or negotiations with the ownership or management of the arena.

Treasurer

The Treasurer is responsible for all financial operations of the Association and will maintain control of all assets of the Association. The Treasurer reports to the President and the Executive on all matters pertaining to financial affairs, equipment and office management. The Treasurer is responsible for preparing the budget and is responsible for the care and custody of all funds of the Association. The Treasurer will keep a full accounting of all receipts and disbursements of the Association.

Registrar

The Registrar is responsible for the annual registration of the Association and ensuring that all players participating in the Association's hockey systems are properly registered with Hockey Newfoundland and Labrador ("HNL") and meet all the regulations of the provincial branch of Hockey Canada. He/she will ensure that teams are registered and certified as necessary by the required date. The position is responsible for maintaining

statistics and the number of players in each hockey program. All matters above will be reported to the President and Executive.

Secretary

The Secretary is responsible for keeping a record of the Minutes of all AMHA Executive meetings, AGM and other special meetings as required. He/she is responsible for corresponding with and advising members of all meetings, as well as, preparing outgoing correspondence and co-ordinating incoming correspondence. All matters above will be reported to the President and Executive.

Vice-President Competitive

The Vice-President Competitive is responsible for the operations of the Competitive division of the AMHA. The VP Competitive is the primary liaison between the AMHA and any Selection based Leagues in which AMHA members participate. The VP Competitive is responsible for the annual Selection process at the beginning of each season and interacts with the Technical Director on establishing rosters, personnel, and staff for Competitive based teams under the jurisdiction of the AMHA.

The Vice-President Competitive regularly attends AMHA Board meetings and is a member of the AMHA Executive. As well, the Vice-President Competitive shall participate in the Grievance Procedure (and any committees derived from that procedure) and the Appeals Committee.

Vice President Recreational

The Vice-President Recreational is responsible for the operations of the Recreational division of the AMHA. The VP Recreational is the primary liaison between the AMHA and any Non-Selection based Leagues in which AMHA members participate. The VP Recreational is responsible for the annual establishment of rosters at the beginning of each season and interacts with the Technical Director on establishing personnel and staff for Recreational based teams under the jurisdiction of the AMHA.

The Vice-President Recreational regularly attends AMHA Board meetings and is a member of the AMHA Executive. As well, the Vice-President Competitive shall participate in the Grievance Procedure (and any committees derived from that procedure) and the Appeals Committee.

EXECUTIVE

The AMHA Executive shall be selected from the Board of Directors. The Executive will consist of the President, Vice President Operations, Vice President Competitive, and the Vice President Recreational.

The Board of Directors, at its discretion, will appoint additional Executive members on an as needed basis.

STAFF

The AMHA Executive has the responsibility to determine the requirement for staff positions, and the extent of the duties to be performed by these positions, and the remuneration levels (if any) for these duties. The Executive will outline the reporting relationship with the Board of Directors and the Executive, specific duties, timeframes for performance of these duties, any requirements for documentation to verify duty performance remuneration levels, any reports to be prepared for the Executive, and other duties as may be required by the Executive.

Technical Director

The Technical Director shall be responsible for daily operation and execution of the AMHA on ice program. The Technical Director shall be responsible for reserving practice ice times for the required number of teams across both Recreational and Competitive programs. The Technical Director shall be responsible for reserving ice times for Competitive and Recreational teams within their respective leagues of play as required by those leagues. Exhibition games and ice reservations over and above league play shall be the responsibility of individual teams.

The Technical Director shall coordinate the Selection Process of the Competitive division and establish a Player Selection panel for each Select based team within the Association. The Technical Director shall also coordinate player distribution and roster selection of the teams within the Recreational division.

Referee-in-Chief

The Referee-in-Chief shall be responsible for scheduling and allocating on-ice and off-ice officials for games hosted by the AMHA. This shall include ensuring appropriately qualified officials are allocated to each game, and that officials have required certification and training.

COMMITTEES

Appeals Committee

The Appeals Committee will consist of the President, Vice President of Operations, and one other individual not involved with the original disciplinary decision. This committee deals with any appeals from decisions involving the Grievance Procedure..

PLAYER SELECTION PROCESS

Competitive Player Selection

The purpose of the Player Selection process is to ensure that all players have been evaluated and the process of assigning players to competitive teams has been done fairly and impartially.

Each competitive division may have a different membership of selectors however each panel will always consist of the AMHA Technical Director, at least two qualified hockey evaluators, and the coaches selected for that division. Coaches having any children being evaluated for that division will not be permitted to be participate in the selection panel.

Each committee member will conduct simultaneous independent evaluations of the players along with the AMHA technical director, who will conduct their own evaluation. The committee will make the final selections. Where consensus cannot be reached the AMHA technical director will aid the panel in making its final decision.

Recreational Player Selection

The purpose of the Player Selection process is to ensure that all players have been properly evaluated and the process of assigning players to all recreational teams across each division is completed properly. This is done to ensure all AMHA teams competing in Non-Select based leagues are developed and assigned in accordance with the requirements of those leagues.

Each recreational division may have a different membership of selectors however each panel will always consist of the AMHA technical director, and one qualified hockey evaluator.

Novice Invitational and C Division teams shall fall under this process.



GRIEVANCE PROCEDURE

Disputes, protests or complaints received in writing from parents, coaches, players and other associations involved in the Competitive or Recreational programs will be dealt with in a timely fashion.

Procedure:

1. The Complainant shall contact the Head Coach (per Player-Parent Agreement) with issue.
2. If the matter is not resolved, the issue will be brought forward to the Technical Director.
3. If the matter continues to remain unresolved the Complainant must provide their complaint in writing to the Association via the web based email address. The complaint must be addressed to the appropriate Vice President depending on the nature of the complaint. Matters related to Competitive teams shall be addressed to the Vice President Competitive, matters related to Recreational teams shall be addressed to the Vice President Recreational.
4. The complaint must identify and address the specific By-Law of HNL, Hockey Canada, or Association Handbook the Complainant feels has been violated. Complaints that do not address which aspect of Rules, Regulations, or By-Laws have been violated will be dismissed without further notice and the Complainant informed as such.
5. Complaints received shall be brought forward by the Executive member to the Executive Committee. The Executive Committee shall review the complaint and assemble a three member disciplinary committee consisting of the Executive member whose area is being reviewed, Vice President Operations, and one other Executive member. If at any time any of the committee members have a conflict of interest in the matter, they shall be removed from the committee.
6. The assembled committee shall review the complaint, interview or question individuals involved in the matter, collect information, and assess if a violation has occurred. In the course of proceedings, the committee shall have the authority to review pertinent rules with the Association Technical Director as necessary for clarifications. A decision will then be rendered by the Committee.
7. The Committee shall report to the Board their decision as well as a recommendation for any disciplinary action. Final disciplinary action shall be at the discretion of the Association Board which shall be responsible for enforcing the action.



Complaints shall be dealt with as expeditiously as possible. However, there shall be no set timetable for disciplinary proceedings so as to allow the committees to fully investigate matters and all necessary information required. Complainants shall be kept confidential to preserve private information and protect the rights of minor individuals involved in the proceedings.

The Committee reserves the right to impose supplementary suspensions then those imposed by HNL.

GENERAL ADMINISTRATION

Registration Process

Annual player registration will take place at a time and place determined by the Board of Directors on an annual basis. Members may be notified of registration details by one or more of the following methods:

Notification of registration published on the AMHA website

Issue of email via webpage notification process:

- Notifications sent to schools;
- Other notification as deemed appropriate by the Executive.

Basic Fees

AMHA operates on a user pay system. Fees for the season are set by the Executive based on a budget of expected expenses for the year.

All players are expected to pay the basic fees in whole or by post-dated cheque upon acceptance of registration.

Competitive Fees

All players in the competitive program are expected to pay the basic registration fee upon acceptance of registration and the additional assessment for the Competitive Program by December 15 of the appropriate season.

Payment of Fees

Payment of fees must be made to the Treasurer during the registration process. Any



players not registered by the final posted registration date will be subject to a \$50.00 late registration fee.

Inability to Pay

People unable to pay the fees and assessments due to extenuating circumstances may request the Board to waive all or part of the required amounts.

Refunds

AMHA has the following policy in place:

1. Refunds shall be granted if the request is received in writing at the AMHA office. Refunds will only be considered under the following criteria:
 - Illness/Injury – if the child becomes ill/injured during this period and has been medically declared unable to finish the season. A doctor's note to support will be required.
 - Move outside of AMHA boundaries – if the child moves outside the AMHA boundaries, as governed by HNL rules, and is no longer eligible to play for AMHA.
2. All refunds will be calculated on a prorated basis, based on the number of weeks from start of program to the date of request.
3. All refunds will be reduced by the applicable HNL insurance fee and a \$50 AMHA administration fee.

TOURNAMENTS

Tournaments sponsored by other associations or HNL:

Coaching staff of teams must obtain permission from the programs Vice President to attend any tournament being hosted by other associations.

Any teams travelling (Competitive or Recreational) are to pay their own expenses. A written request for permission to attend a tournament must be approved by the AMHA. A request shall be submitted to the AMHA office as soon as tournament participation has been confirmed.



Any AMHA team is permitted to participate in a maximum of three optional tournaments (over and above Provincial Tournaments) per season with prior approval from the Executive. Any additional participation can be granted at the discretion of the board

Exhibition Games:

Any exhibition games above and beyond regular season schedules must be approved by the Executive, or Technical Director.

Travel Rules:

1. All teams must have permission to travel outside the St. John's Metropolitan area.
2. A written request for permission to travel should be submitted to the AMHA office as soon as the dates for travel are known.
3. Any team planning to travel outside of Newfoundland is required to register all players and coaching staff with HNL before the trip.
5. At least two members of the coaching staff must accompany a team when travelling.

TEAM FUNDRAISING

Any team/group must comply with:

1. The lottery rules of the Government of Newfoundland & Labrador. To determine the necessary forms to complete and licensing requirements, teams/groups should access to government's website at www.gs.gov.nl.ca/lotteries.
2. An itemized statement, detailing revenue, expenses and disposition of proceeds must be submitted to the Treasurer and the people participating in fundraising within two weeks of the end of the team's hockey season.
3. Sponsors involved with the AMHA should not be approached for funds without prior permission from the Treasurer and/or the Executive of the AMHA.